



Department of Public Safety and Correctional Services

Maryland Commission on Correctional Standards

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THOMAS REECE
CHAIRPERSON

VERONICA D. MOORE
EXECUTIVE DIRECTOR

275th Commission (Virtual) Meeting

January 27, 2022

Minutes

MEMBERS PRESENT:

Major Thomas D. Reece, Administrator Calvert County Detention Center,
Chairperson
Delores Alexander, Citizen Member
Annie Harvey, Commissioner, Division of Correction
Beverly Hughes, Assistant Attorney General, representing Attorney General
Brian E. Frosh
Terry Kokolis, Director, Talbot County Department of Corrections
Nelson Reichart, Deputy Secretary, Department of General Services, Representing
Secretary Ellington E. Churchill, Jr.
Michael Resnick, Commissioner, Division of Pretrial Detention Services
Montrell Spence, Citizen Member

MEMBERS ABSENT:

Dr. Maria Elmo, Healthcare Representative
Mr. Ted Walsh, filling in for Shakia Word, Budget Analyst, Department of Budget
and Management, representing Secretary David R. Brinkley, Vice Chairperson

STAFF PRESENT:

Veronica Moore, Acting Executive Director
Cheryle Moyer, Senior Correctional Program Specialist
Brian Raivel, Correctional Program Specialist
Chaplain Adekolajo I. Aladeseyi
Officer Tareda Armwood-Faison
LaDonna Newman, Management Associate

VIRTUAL GUESTS:

Warden Jeffrey Nines, North Branch Correctional Institution
Assistant Warden Keith Arnold, North Branch Correctional Institution
Sergeant Jennifer Harding, North Branch Correctional Institution
Lieutenant Brewer, North Branch Correctional Institution
Director Jama Acuff, Howard County Department of Corrections
Acting Assistant Director Andre' McGinnis, Howard County Department of
Corrections
Mr. Rory Wise, Security Chief, Howard County Department of Corrections
Ms. Renea Somerville, Audit Training Manager, Howard County Department of
Corrections

Director Ruth Colbourne, Wicomico County Department of Corrections
MCO Allen Parrish, Wicomico County Department of Corrections
Warden Herbert Dennis, Kent County Detention Center
Captain Ernest Wicks, Kent County Detention Center
Captain Steve Wallace, Kent County Detention Center
Sergeant Kermit Burrell, Kent County Detention Center
Corporal Colleen Boswell, Kent County Detention Center
Lieutenant Colonel W. Victor DeLauter, Frederick County Detention Center and Annex
Major Michael Cronise, Frederick County Detention Center and Annex
Captain Timothy Selin, Frederick County Detention Center and Annex
Lieutenant Sharon Otto, Frederick County Detention Center and Annex

The Maryland Commission on Correctional Standards held the 275th Commission Meeting (Virtual Meeting) via Google Meet. The agenda was as follows:

1. Welcome/Introduction/Remarks
2. Approval of Minutes, March 25, 2021
3. Chair's Comments
4. Executive Director's Comments
5. Nomination/Vote for Chairperson/Vice Chairperson
6. Consideration of Final Audit Reports
 - North Branch Correctional Institution
 - Howard County Department of Corrections
 - Wicomico County Department of Corrections
 - Kent County Detention Center
 - Frederick County Detention Center and Annex
7. New Business
8. Announcements
9. Adjournment

1. WELCOME/INTRODUCTION/REMARKS

Chairperson T.D. Reece officially called to order the 275th Commission (Virtual) Meeting at 10:00 AM. Chairperson Reece welcomed everyone to the 275th Commission (Virtual) Meeting. Chairperson Reece advised everyone in attendance regarding the order of the meeting. Chairperson Reece stated that the meeting would be recorded and minutes would be taken of the meeting. Chairperson Reece reminded members and guests to mute their telephones and computer microphones to reduce interruptions and distractions during the meeting. Chairperson Reece explained the virtual meeting guidelines regarding how the meeting would be conducted. Chairperson Reece advised facility attendees once their respective audit report is presented, they can exit the meeting, however they are welcome to stay for the duration of the meeting. Chairperson Reece advised the Commission members regarding the voting process for the reports. He stated that he will call for a first and a second by the Commission members. Chairperson Reece stated that the Commission member must state his/her name for the motion and prior to the second to seal the vote for the approval of the report. Chairperson Reece stated that he will only address "nay" responses regarding the voting process. Chairperson Reece

requested that each guest state their name and title prior to speaking for the purpose of knowing who is speaking/responding to a question. Chairperson Reece stated that each facility's audit report will be presented in accordance with the agenda and read by a MCCA staff member. Chairperson Reece stated that the Recognition of Achievement awards approved at the meeting would be forwarded to the managing official at a later date. Chairperson Reece deferred to Executive Director Veronica Moore to conduct a Roll Call (attendance) of the Commission members for the purpose of a quorum for the virtual meeting. The Roll Call of the Commission Members was followed by a Roll Call regarding the attendance of the facility representatives and MCCA staff who were present at the virtual meeting.

2. APPROVAL OF MINUTES – MARCH 25, 2021

Chairperson T.D. Reece entertained a virtual motion/vote on the approval of the Minutes regarding the March 25, 2021 meeting. Citizen Member Delores Alexander made a motion to approve the Minutes of the March 25, 2021 meeting and Director Terry Kokolis seconded. The unanimous response of silence denoted the approval of the Minutes of the March 25, 2021 Commission (Virtual) meeting.

3. CHAIR'S COMMENTS

Chairperson T.D. Reece stated that he was excited about the meeting as it has been ten months since the last Commission (Virtual) Meeting. Chairperson Reece commented that he is especially excited about the remote meetings because it means that he does not have to travel to the meeting site, especially during the winter months. Chairperson Reece extended congratulations to Ms. Annie Harvey regarding her appointment as the Commissioner of the Division of Corrections. Chairperson Reece also extended congratulations to Ms. Veronica Moore regarding her appointment as the Executive Director of the Maryland Commission on Correctional Standards. Chairperson Reece commented that the Division of Corrections and the Maryland Commission on Correctional Standards are in good hands with the appointment of Commissioner Annie Harvey and Executive Director Veronica Moore. Chairperson Reece encouraged the correctional professionals and guests in attendance (remotely) to join the Wardens' bi-weekly telephone call. Chairperson Reece announced that the Maryland Correctional Administrators Association (MCAA) meeting is held bi-weekly via telephone call. Chairperson Reece announced that the next Wardens' bi-weekly telephone call is scheduled to take place on Tuesday, February 1, 2022 at 11:30 a.m. Chairperson Reece stated that the Maryland Correctional Administrators Association general business would be carried out at the next Wardens' bi-weekly call until the pandemic has passed.

4. EXECUTIVE DIRECTOR'S COMMENTS

Executive Director Veronica Moore provided an update regarding the MCCA developments. Executive Director Moore reported that the State of Maryland returned to normal operations in July 2021. Executive Director Moore stated that MCCA has been busier than before with the return to normal operations and conducted the first audit in September 2021. Executive Director Moore reported that the North Branch Correctional Institution was the first

facility to fully receive a remote as well as an on-site audit in September 2021. Executive Director Moore stated that with the return to normal operations a review was conducted to see how many Duly Authorized Inspectors (DAI's) MCCA had in the state of Maryland to assist with moving forward with the number audits scheduled this fiscal year. Executive Director Moore reported that the review of DAI's indicated a loss of 43% of the DAI's that MCCA previously had prior to the pandemic. Executive Director Moore stated that based on that information, MCCA immediately scheduled a DAI Training in August 2021 and October 2021. Executive Director Moore reported the loss of Ms. Regina Russell (Correctional Program Specialist) in October 2021. Executive Director Moore commented that thanks to Commissioner Annie Harvey and Commissioner Michael Resnick, the Maryland Commission on Correctional Standards was able to gain two employees to provide temporary assistance (Chaplain Adekolajo I. Aladeyesi and Officer Tareda Armwood-Faison). Executive Director Moore said that these individuals have joined the MCCA team during this time in which MCCA is trying accomplish double the number of audits due to the pandemic and the suspension of audits. Executive Director Moore expressed appreciation to the commissioners as well as the wardens for allowing Chaplain Aladeyesi and Officer Armwood-Faison to join MCCA to provide assistance regarding the audits. Executive Director Moore reported that the MCCA Office relocated from the Hampton Plaza Office Building to the Reisterstown Plaza Office Complex in March 2021. Executive Director Moore reported that interviews were held in November 2021 regarding the vacant Assistant Executive Director position. She stated that since her appointment as the Executive Director of the Maryland Commission on Correctional Standards resulted in a vacancy regarding the Assistant Executive Director's position. Executive Director Moore reported that Mr. Brian Raivel (Auditor) was promoted to the Correctional Program Specialist position effective February 2022. Executive Director Moore reported that MCCA will be recruiting for two (2) auditors to join the MCCA team as well. Executive Director Moore closed her remarks and expressed appreciation to everyone for their support during this very challenging time with the number of audits that need to be accomplished. She stated that MCCA is moving forward through the pandemic.

5. NOMINATION/VOTE FOR CHAIRPERSON/VICE CHAIRPERSON

Chairperson Reece proceeded with the process regarding the Nomination/vote for Chairperson and Vice Chairperson of the Commission Board. Management Associate LaDonna Newman expressed concern that there was not a full complement of members in order to successfully carry out the nomination/vote for the Chairperson/Vice Chairperson of the Commission Board. Chairperson Reece requested Ms. Newman to further explain the issue regarding the nomination/vote for Chairperson/Vice Chairperson. Ms. Newman explained that there were currently six members present (virtually) and if a member nominates an individual for either position (Chairperson/Vice Chairperson) there will not be a majority of members remaining in order to seal the vote for Chairperson/Vice Chairperson of the Commission Board.

Chairperson Reece Chairperson Reece requested a motion to table the Nomination/Vote regarding the Chairperson and Vice Chairperson of the Commission on Correctional Standards Board until the end of the meeting due to a lack of voting members. The Commission Board unanimously agreed to table the Nomination/Vote for the Chairperson/Vice Chairperson of the Commission on Correctional Standards Board until the end of the meeting.

**Nomination/Vote for Chairperson/Vice Chairperson was held at 10:46 a.m. Nomination/Vote for Chairperson/Vice Chairperson remains notated as Item #5 on the Agenda for continuity regarding the Agenda, although the process was held at the end of the meeting.

Chairperson T.D. Reece turned the meeting over to Executive Director Veronica Moore to preside over the nomination/vote for Chairperson and Vice Chairperson of the Commission Board.

Executive Director Veronica Moore opened the floor for nominations for Chairperson of the Commission. Assistant Attorney General Beverly Hughes nominated Major T.D. Reece for the position of Chairperson of the Commission Board and Commissioner Michael Resnick seconded. Executive Director Moore put forth a vote regarding the nomination of Mr. Thomas Reece to serve as the Chairperson of the Commission Board. The Commission members unanimously voted to re-elect Major T.D. Reece to continue as the Chairperson of the Commission Board. Major T.D. Reece accepted the nomination of Chairperson of the Commission Board. Executive Director Veronica Moore closed the nominations for the Chairperson position. The Commission members congratulated Major T.D. Reece on his nomination and selection as the Chairperson of the Commission Board for a second term.

Executive Director Moore opened the floor for nominations for Vice Chairperson of the Commission Board. Assistant Attorney General Beverly Hughes asked if anyone was interested in serving as the Vice Chairperson of the Commission Board. There was no response from the Commission members who were present at the virtual meeting. Chairperson Reece stated that he will be present at the majority of the Commission meetings and urged the Commission members to take a shot at the position of Vice Chairperson. Assistant Attorney General Hughes asked who is serving as the current Vice Chairperson. Executive Director Moore responded that Ms. Shakia Word (Budget Analyst, Department of Budget and Management) and serves as an ex-officio member representing Secretary David R. Brinkley) is the current Vice Chairperson of the Commission Board. Assistant Attorney General Hughes asked if Ms. Word was present at the virtual meeting. Executive Director Moore responded that Ms. Word was unable to attend the meeting. Assistant Attorney General Hughes stated that she would nominate Ms. Shakia Word to continue as the Vice Chairperson of the Commission Board. Assistant Attorney General Hughes stated that she did not know if her nomination was valid since Ms. Word was not present at the virtual meeting. Assistant Attorney General Hughes stated that she was not sure of the process regarding nominating an individual if they are not present at the meeting. Executive Director Moore asked if the nomination of Ms. Word could be put "on hold" until the next regularly scheduled meeting. Chairperson Reece commented that he did not see an issue with placing the nomination on hold until the next regularly scheduled Commission meeting. Chairperson Reece added that he had not received any communication from Ms. Word regarding her desire to be removed from the Vice Chairperson position. Chairperson Reece stated that the only way he thinks it would be an issue is if this was the first time that Ms. Word was nominated to serve as Vice Chairperson and she was not present for the nomination/vote. Chairperson Reece remarked that it would not be an issue to hold off the nomination/vote of Ms. Word as Vice Chairperson of the Commission Board, until Ms. Word is present at the meeting. Executive Director Moore put forth a motion to place the nomination/vote of the Vice Chairperson of the Commission Board on hold until the next regularly scheduled Commission meeting. Assistant Attorney General Hughes made a motion to place the nomination/vote of Vice Chairperson on hold until the next

regularly scheduled Commission Meeting and Citizen Member Delores Alexander seconded the motion. Executive Director Moore called for any “nay” responses regarding placing the nomination/vote of Vice Chairperson on hold until the next regularly scheduled Commission meeting. The unanimous response of silence denoted the approval to place the nomination/vote of Vice Chairperson on hold until the next regularly scheduled Commission meeting.

6. CONSIDERATION OF FINAL REPORTS

• NORTH BRANCH CORRECTIONAL INSTITUTION

Mr. Brian Raivel reported that an on-site audit of the North Branch Correctional Institution was conducted on September 14-16, 2021 by Commission staff and five Duly Authorized Inspectors. The North Branch Correctional Institution is located in Allegany County, Maryland and houses both maximum and medium custody male inmates. The facility is under the administrative authority of Acting Commissioner Annie Harvey and the facility is managed daily by Warden Jeff Nines. After a thorough review of the required documentation, both remote and on-site, the North Branch Correctional Institution was found to be in compliance with the majority of the standards for Adult Correctional Institutions. There was one deficiency noted: Records of daily inventories for the ETI Tool Cage were not available for the audit period of 2018, 2019, 2020 and 2021, as required by policy and the standard. The Remote Audit Process was initiated for this audit and the facility provided compliance documentation and the pre-audit packet for remote review by the auditors. During the on-site audit, the administration and staff were available to assist and address questions for the auditors. The facility will benefit from technology to continue the objectives of the Remote Audit Process, to conduct remote inventories and provide the majority of documentation for the standards. During the audit, primary and secondary documentation was located in the audit coordinator's office, the roll call room and other documentation was located in specific areas where the function occurred. Emergency plans and post orders were conducive to staff, inmate and public safety concerns. Manuals of standard operating procedures and inmate orientation materials were reviewed during the audit and found to be current, useful to staff and responsive to inmate needs. During the tour, four groups of auditors were escorted to identified areas of the facility to assess inmate health and safety concerns. General areas of the facility were additionally assessed by auditors during the review of assigned standards. The auditors noted minor issues that were corrected prior to the conclusion of the audit. Work orders were provided for areas that required additional time to repair, including, the replacement of ceiling tiles in the HU1 Adjustment Room, Sergeant's Office, C/D Corridor and Room #113. Plumbing issues reported were in HU 1A – Cell 43 with an inoperable cold water sink button; HU2 D-10 had no water pressure and HU2 – D-39 with continuously running sink; HU 2 A-wing reported hot water issues; HU 2 D-12 had an inoperable sink; HU2 D-45, HU 4 A-37 and B-50 reported clogged toilets; and peeling paint was noted HU2 B-wing shower. Overall, the facility was found to be in outstanding condition, clean, sanitized, organized and very well maintained. The administrators at the North Branch Correctional Institution demonstrated that there is a very high standard required of staff and

inmates to maintain a clean facility, within the inmate housing and common areas. The Department of Public Safety and Correctional Services (DPSCS) Managing for Results (MFR) initiatives includes specific core objectives that address compliance with the minimum standards for places of adult confinement. Outlined below are the results for these objectives:

•Percent of applicable inmate safety standards met	94%
•Percent of applicable inmate well-being standards met	
*Medical, Dental and Mental Health	100%
*Food Service	100%
*Housing and Sanitation	100%

The compliance results are incorporated as part of this report for the DPSCS MFR 2022 fiscal year reporting requirements. The Maryland Commission on Correctional Standards' staff will conduct a remote monitoring review on compliance documentation which must be submitted to MCCS by Thursday, August 4, 2022, to assess compliance with the standard found in noncompliance at the audit. Once compliance has been established, the North Branch Correctional Institution will be recommended to receive the Recognition of Achievement Award. In conclusion, the staff at the North Branch Correctional Institution demonstrated pride in their facility and dedication to the audit process. They have developed and executed successful management strategies that prove to be essential to the daily operations of the institution and contribute to inmate, staff and public safety.

Chairperson T.D. Reece welcomed comments from the representatives of the North Branch Correctional Institution. Warden Jeffrey Nines commented that the administration was appreciative for everyone who participated in the audit. Warden Nines said that the audit experience was very different to say the least with anything that he has ever seen regarding conducting the audit process remotely and live. Warden Nines commented that he thinks the audit process went very well. Warden Nines addressed the one deficiency regarding standard .01 L (3) Tool Control. He stated that standard .01 L (3) Records of daily inventories for the ETI Tool Cage has been corrected. Warden Nines again thanked the audit team for their time and attention regarding the visit to the facility to conduct the audit. Warden Nines assured the Commission that the administration and staff will be ready for the monitoring visit scheduled on August 4, 2022.

Chairperson T.D. Reece welcomed questions/comments from the Commission members. There were no questions.

Chairperson T.D. Reece entertained a virtual motion and vote to approve the audit report. Commissioner Michael Resnick made a motion to approve the audit report and Citizen Member Delores Alexander seconded. The unanimous response of silence denoted the approval of the audit report. The vote to approve the audit report was unanimous. Commissioner Annie Harvey abstained from the virtual vote.

- **HOWARD COUNTY DEPARTMENT OF CORRECTIONS**

Chaplain Adekolajo I. Aladeseyi reported that an on-site audit of the Howard County Department of Corrections was conducted on October 14-15, 2021 by Commission staff and three Duly Authorized Inspectors. The Howard County Department of Corrections is located in Jessup, Maryland, and houses male and female sentenced and pretrial inmates. The facility comes under the administrative authority of the County Executive and is managed daily by Director Jama Acuff. After a thorough review of the required documentation, the Howard County Department of Corrections was found to be in substantial compliance with the standards for an Adult Detention Center. There was one deficiency noted: Documented reports or records of contact were not available for review to support notification of the next of kin, identified by the inmate at admission, by the Managing Official or designee for the four (4) reported inmate deaths that occurred during the audit period of October 1, 2018 – October 1, 2021, as required by the standard. The Remote Audit Process was initiated for this audit and the facility provided compliance documentation and the pre-audit packet for remote review by the auditors. At the on-site audit, the secondary documentation was centralized in the conference room and compliance office. Computers were available to access policies, procedures and additional electronically stored data. Additional documentation was located in areas of the facility where the specific functions occur. Debriefings were held daily with the audit coordinator and a remote debriefing was held with management upon the conclusion of the on-site audit to provide feedback regarding the status of the audit process. Manuals of standard operating procedures and inmate orientation materials were found to be current, useful to staff and responsive to the needs of inmates. Emergency plans, post orders, policies and procedures reviewed by the audit staff were informative and appropriate for facility staff, inmates and the local community to address public safety concerns. During the tour, four groups of auditors were escorted to designated areas of the facility to assess inmate health and safety issues. Other areas of the facility were inspected by each auditor during the review of their assigned standards. The physical plant was in good condition during the tour of the facility. Maintenance and minor sanitation issues were noted and were corrected prior to the conclusion of the audit. Photographs were provided to demonstrate corrected sanitation and maintenance issues. Work orders were provided for the repair of the overhead dayroom lights in Housing Unit A and Units WF-4 and W-7; a leak in the bathroom shower of Unit H1-Medical Unit; and the replacement of burnt electrical outlet covers in Unit W5. Overall, the tour observations revealed that the facility was clean, orderly and well managed. The Maryland Commission on Correctional Standards' staff will conduct a remote monitoring review on compliance documentation which must be submitted to MCCS by Thursday, August 4, 2022, to assess compliance with the minimum mandatory standard found in noncompliance at the audit. Once compliance has been established, the Howard County Department of Corrections will be recommended to receive the Recognition of Achievement Award. The Howard County Department of Corrections staff utilizes the standards as a management tool to improve on the daily operations of the facility. Management and staff are committed to the audit process and obtaining total compliance with the standards of an Adult Detention Center. The Howard County Department of Corrections is encouraged to continue to uphold the standards, ensure compliance, and operate within the guidelines of the State of Maryland.

Chairperson T.D. Reece welcomed comments from the representatives of the Howard County Department of Corrections. Director Jama Acuff expressed appreciation to the auditors for their hard work. Director Acuff commented that she would like to especially acknowledge the hard work of the Howard County Department of Corrections audit staff who were responsible for collecting, organizing and providing the documentation that was necessary for the audit. Director Acuff addressed the one deficiency regarding standard .02 S Notification of Next of Kin. She stated that the Howard County Department of Corrections has since revised the local policy regarding the Notification of the Next of Kin. Director Acuff reported that the policy now reflects that when an inmate death occurs, the notification of the next of kin is conducted by the local police department. Director Acuff stated that the Howard County Department of Corrections will document the specific police officer who notified the family member regarding the inmate's death. Director Acuff reported that after the family member is notified of the inmate's death, it is followed-up with a condolence letter her. Director Acuff reported that there have been two (2) additional inmate deaths since the audit. She stated that the revised policy/procedure was followed regarding the death of an inmate. Director Acuff assured the Commission members that the facility will be able to substantiate compliance with standard at the time of the monitoring visit scheduled on August 4, 2022.

Chairperson T.D. Reece welcomed questions/comments from the Commission members. Chairperson Reece raised a question regarding the facility's policy related to the notification of the next of kin. Chairperson Reece asked if the notifications to the next of kin were made by the police department and no notification was documented during the audit period. Director Acuff stated that the previous policy was created prior to her appointment as Director of the Howard County Department of Corrections and they are not certain of the procedure that was followed regarding the notification of the next of kin. Director Acuff commented that she is certain that the policy regarding the notification of the next of kin was being followed. She stated that if the policy was not adhered to, there would have been plenty of telephone calls to the facility if the family member was not notified of their love ones death. Director Acuff reported on the last inmate death. Director Acuff stated that she ensured that the police officer contacted her to let her know by whom and when the family member/next of kin was contacted regarding the inmate's death and the process was followed up by a letter of condolence from her to the deceased inmate's next of kin.

Chairperson T.D. Reece entertained a virtual motion and vote to approve the audit report. Director Terry Kokolis made a motion to approve the audit report and Commissioner Michael Resnick seconded. The unanimous response of silence denoted the approval of the audit report. The vote to approve the audit report was unanimous.

- **WICOMICO COUNTY DEPARTMENT OF CORRECTIONS**

Officer Tareda Armwood-Faison reported that an on-site audit of the Wicomico County Department of Corrections was conducted on October 26-27, 2021 by Commission staff and three Duly Authorized Inspectors. The Wicomico County Department of Corrections, houses locally adjudicated and non-adjudicated male and female inmates. The Detention Center is located in Salisbury, Maryland and is managed daily by Director Ruth Colbourne. After a

thorough review of the required documentation, the facility was found to be in substantial compliance with the standards for an Adult Detention Center. There was one deficiency noted: Records of quarterly inspections/inventories and records of issue and disposal did not accurately reflect nor record some toxic, caustic and flammable materials in the Sanitation Office, Property Room and the outside storage trailer, as required by the standard. The Remote Audit Process was initiated for this audit and the facility provided compliance documentation and the pre-audit packet for remote review by the auditors. During the on-site audit, the administration and staff were available to assist and address questions for the auditors. The facility utilized Google Meet to assist with facilitating remote reviews, interviews and inventories, during the pre-onsite audit phase of the audit. Primary and secondary documentation was provided via a Google Drive and access granted to the auditors. Significant progress was made regarding the review of standard documentation which allowed for sufficient on-site audit time at the facility to complete further standard reviews. The majority of the secondary documentation was automated and computerized, a process that proved to be very functional for auditing the standards. The administration and staff were well prepared for the audit. The information and documentation was easily accessible to the audit team with staff's assistance. The Audit Coordinator and his team also provided auditors with documentation as requested and in a timely manner. During the on-site audit, primary and secondary documentation was located in the audit coordinator's office, the roll call room and other documentation was located in specific areas where the function occurred. Additionally, the Google Drive was accessible to the auditors with a computer available in the roll call room. Facility staff was available to escort and answer questions. The current manuals of standard operating procedures were found to be instructional to staff and functional to the needs of the inmates. Emergency plans and post orders addressed staff and inmate concerns and public safety. Inmate Orientation materials addressed those issues important to the inmate population. The facility provided Inmate Handbooks, for review. The facility was found to be in good condition on the day of the audit. The facility was toured by four teams of auditors. It was found to be clean with minor sanitation and maintenance issues. The majority of these issues were addressed prior to the end of the audit. Other areas that required additional time to repair include: the hole in the staff bathroom and the installation of covers for the bunk lights on the female housing unit. Management will include painting issues cited by the auditors, such as, the peeling paint in the laundry room on the female unit, the need to paint cells in SMU 2 and the graffiti noted in a number of cells on B-Block, which will be included in the 2022 fiscal budget and scheduled based on area and population. A corrective action plan was provided to MCCS for these items. The facility and maintenance staff were proactive regarding addressing all maintenance and sanitation issues, in order to ensure a sanitary and safe environment for all. The Maryland Commission on Correctional Standards will conduct a remote monitoring review on compliance documentation which must be submitted to MCCS by Tuesday, August 9, 2022, to assess compliance with the standard found in noncompliance during the remote audit process. Once compliance has been determined, the Wicomico County Department of Corrections will be recommended to receive the Recognition of Achievement Award. The Wicomico County Department of Corrections staff members were committed to the remote audit process for this audit. Management utilizes the standards as an effective management tool. The County Commissioners are encouraged to continue to provide the support and resources necessary to the Wicomico County Department of Corrections to maintain compliance with the standards.

Chairperson T.D. Reece welcomed comments from the representatives of the Wicomico County Department Corrections. Director Ruth Colbourne commented that she could not say enough good things about the MCCS staff. Director Colbourne commented that the audit team was wonderful, fair and thorough. She stated that the audit is always a good experience and it was good experience this time.

Chairperson T.D. Reece welcomed questions/comments from the Commission members. Chairperson Reece raised a question about the noncompliance regarding standard .04 A (3, 4) Toxic, Caustic and Flammable Materials. Chairperson Reece asked Director Colbourne to explain the issue regarding the quarterly inspection inventories concerning the Toxic, Caustic and Flammable Materials. Director Colbourne explained that the noncompliance was due to COVID-19 and getting in supplies as quickly as they could and losing track of the supplies. Director Colbourne stated that the issue is being addressed and fixed so that it never happens again. Chairperson Reece asked if the issue was more regarding supplies that were being brought in from a big storage area and bringing the supplies in for distribution which resulted in a breakdown regarding the inventories. Director Colbourne responded yes, that is what occurred regarding the quarterly inventories. Chairperson Reece commented that it is great to hear about audit coordinators who are passionate about the compliance standards and the audit process. Chairperson Reece commented that the passion regarding the standards seems to be a consistent theme among correctional professionals throughout the state of Maryland.

Chairperson T.D. Reece entertained a virtual motion and vote to approve the audit report. Commissioner Michael Resnick made a motion to approve the audit report and Deputy Secretary Nelson Reichart seconded. The unanimous response of silence denoted the approval of the audit report. The vote to approve the audit report was unanimous.

- **KENT COUNTY DETENTION CENTER**

Senior Correctional Program Specialist Cheryle Moyer reported that on an on-site audit of the Kent County Detention Center was conducted by Commission staff and two Duly Authorized Inspectors. The Kent County Detention Center is located in Chestertown, Maryland. The detention center houses pretrial, federal, sentenced and work release male and female inmates. These inmates are classified at the maximum to minimum levels of security. The facility comes under the daily administrative authority of Warden Herbert Dennis. After a thorough review of the required documentation, the Kent County Detention Center was found to achieve 100% total compliance for an Adult Detention Center. This is the second time the Kent County Detention Center has achieved 100% compliance. The Kent County Detention Center also achieved 100% compliance in the year 2019. Prior to the audit, the facility submitted the required pre-audit materials and remote audit documentation to the MCCS office for auditor review. Secondary documentation was centralized in the conference/multipurpose room. Computers were available to access policies, procedures and additional electronic audit documentation. The facility utilized a Google Drive to provide and access standard documentation for remote review. Additional documentation was located in units of the facility where the specific functions occur. Facility escorts were assigned to auditors in order to

appropriately access areas of the facility. Audit progress debriefings were held daily with the audit coordinator. A debriefing meeting occurred on the last day of the field audit, with management and staff upon the close of the on-site audit, to provide feedback regarding the status of the audit process. Lastly, a closing conference was held remotely to present the final and official results of the audit findings. Instructional manuals of standard operating procedures, inmate orientation materials, post orders, policies, procedures, and emergency plans, were reviewed and found to be current, beneficial to staff and responsive to the needs of the inmates, staff and the community. During the tour, four groups of auditors were escorted to their assigned areas of the facility and to non-quarantined areas, to assess the condition of the facility, health and safety aspects. Areas of the facility were carefully inspected by each auditor, according to their assigned areas. Overall, the physical plant was found to be clean, orderly, and in good condition, during the facility tour. Auditor concerns regarding the tour were noted and addressed prior to the end of the tour. Very minor sanitation issues and an expired fire-extinguisher were noted and corrected prior to the conclusion of the audit. The areas noted by auditors during the tour, were immediately addressed by the Detention Center staff, during the field audit. The Kent County Detention Center's staff demonstrated consistent utilization of the standards for an Adult Detention Center, to effectively manage and improve the daily operations of this facility. Management, staff, and the County Commissioners are committed to the audit process in obtaining total compliance with the standards for an Adult Detention Center. The County Commissioners should continue to provide the necessary support, resources and assistance to the facility to maintain 100 % compliance with the standards. The Kent County Detention Center is recommended to receive the Recognition of Achievement Award.

Chairperson T.D. Reece welcomed comments from the representatives of the Kent County Detention Center. Warden Herbert Dennis thanked the audit team for their patience throughout the audit. Warden Dennis commented that the audit was a great experience. Warden Dennis stated that he was especially appreciative of the hard work and dedication over the past two years of Corporal Colleen Boswell. Warden Dennis commented that it was a team effort in achieving total compliance regarding the standards.

Chairperson T.D. Reece welcomed questions/comments from the Commission members. There were no questions presented.

Chairperson T.D. Reece entertained a virtual motion and vote to approve the audit report and grant the Recognition of Achievement award. Director Terry Kokolis made a motion to approve the audit report and grant the Recognition of Achievement award and Commissioner Michael Resnick seconded. The unanimous response of silence denoted the approval of the audit report and Recognition of Achievement award. The vote to approve the audit report and Recognition of Achievement award was unanimous. The Commission members congratulated the facility on their achievement.

- **FREDERICK COUNTY DETENTION CENTER AND ANNEX**

Executive Director Veronica Moore reported that an on-site audit of the Frederick County Detention Center and Annex was conducted on November 9-10, 2021 by Commission staff and two Duly Authorized Inspectors. The Frederick County Detention Center and Annex is located in Frederick, Maryland and houses both male and female sentenced and pretrial inmates. The Annex is an extension of the detention center, located across the main road, and allows inmates to participate in work release in the community. The facility is under the administrative authority of Sheriff Charles Jenkins and the daily management of Lieutenant Colonel William DeLauter. After a thorough review of the required documentation, the Frederick County Detention Center and Annex was found to be in total compliance with all of the standards for an Adult Detention Center. This is the fourth time that the Frederick County Detention Center and Annex were found to be 100% compliant at an MCCS initial audit. The Remote Audit Process was initiated for this audit and the facility provided compliance documentation and the pre-audit packet for remote review by the auditors. During the on-site audit, the administration and staff were available to assist and address questions for the auditors. The facility utilized Microsoft Team to assist with facilitating remote reviews, interviews and inventories, during the pre-onsite audit phase of the audit. Primary and secondary documentation was provided via a Google Drive and access granted to the auditors. Significant progress was made regarding the review of standard documentation which allowed for sufficient on-site audit time at the facility to complete further standard reviews. The majority of the secondary documentation was automated and computerized, a process that proved to be very functional for auditing the standards. The administration and staff were well prepared for the audit. The information and documentation was easily accessible to the audit team with staff's assistance. Facility staff was available to escort, answer questions, assist with access to the computer system, provided technical guidance on the automation process and direct audit team members to the appropriate locations. The facility was found to be in exceptional condition, during the tour, which was conducted by four groups. The physical plant of both the detention center and annex revealed minimal housekeeping and sanitation issues, as noted by the auditors. The majority of the cited issues were addressed by facility and maintenance staff, prior to the conclusion of the audit. The facility's maintenance issues which require additional time to address were the peeling ceiling paint in the children's visitation area; painting of the visitation booths; and servicing of the kitchen fire suppression pipes. A corrective action plan was provided regarding the resolution and repairs to address the issues cited by the auditors. The Frederick County Detention Center and Annex staff and inmates maintain a high level of sanitation. The facility's environment is clean and orderly for the inmates and staff. The Frederick County Detention Center and Annex demonstrated exceptional preparation for the Remote Audit Process. The facility's continued progression with the utilization of technology in daily jail management proved to work hand in hand with the remote auditing processes. The management and staff are committed to advancing technological methods to ensure compliance with the standards. The facility has achieved total compliance with the standards for an Adult Detention Center and is recommended for the Recognition of Achievement Award.

Chairperson T.D. Reece invited comments from the representatives of the Frederick County Detention Center and Annex. Lieutenant Colonel W. Victor DeLauter expressed appreciation to the MCCA staff audit team. Lieutenant Colonel DeLauter stated that the MCCA and Frederick County Detention Center have always worked well together. He stated that it has always been a great collaboration and added that it will always be a great collaboration. Lieutenant Colonel DeLauter also acknowledged and thanked his audit team staff for a great job. Lieutenant Colonel DeLauter stated that above all, he wanted to thank his line staff that work the facility every day to ensure the standards are adhered to in the daily operations so that the Frederick County Detention Center/Annex can continue to achieve their goals and the standard of excellence that they are used to. Lieutenant Colonel DeLauter commented that granted this was a very different process than ever before, it worked out well. Lieutenant Colonel DeLauter stated that he was happy with the results of the audit.

Chairperson T.D. Reece welcomed questions/comments from the Commission members. There were no questions presented.

Chairperson T.D. Reece entertained a virtual motion and vote to approve the audit report and grant the Recognition of Achievement award. Assistant Attorney General Beverly Hughes made a motion to approve the audit report and grant the Recognition of Achievement award and Deputy Secretary Nelson Reichart seconded. The unanimous response of silence denoted the approval of the audit report and Recognition of Achievement award. The vote to approve the audit report and Recognition of Achievement award was unanimous. The Commission members congratulated the facility on their achievement.

7. NEW BUSINESS

No New Business was introduced at the 275th Commission (Remote) Meeting.

8. ANNOUNCEMENTS

Chairperson Reece commented that he was pleased with the remote meetings. He stated that the remote meetings seem to be going very well if not better. Chairperson Reece stated that the process of presenting the audit reports seems to be going very well. Chairperson Reece stated that the attendance at the remote meetings has been great. Chairperson Reece closed his remarks and thanked everyone for attending today's virtual meeting. Chairperson Reece congratulated Ms. Veronica Moore again, on her appointment as the Executive Director of the Maryland Commission on Correctional Standards. Chairperson Reece remarked that he looks forward to working with Executive Director Moore in the future, as well as the Commission members.

9. ADJOURNMENT

Chairperson T.D. Reece entertained a motion to adjourn the 275th Commission (Virtual) Meeting. Commissioner Michael Resnick made a motion to adjourn the meeting and Commissioner Annie Harvey seconded. The 275th Commission (Remote) Meeting concluded at 10:55 a.m.